



Department of
Workforce Services

Tooele Job-Readiness December Workshops

These workshops are offered to YOU at NO COST!
Refer to calendar below for date, time, and location:



Community Learning Center
211 S. Tooele Blvd (room #206)
Tooele, UT



Workshops start on time so please arrive 15 minutes early
(Latecomers will need to reschedule)

December Dates

Resume Writing

1st 9 a.m. – 11:30 a.m.
15th 9 a.m. – 11:30 a.m.

Interviewing

1st 1 p.m. – 3:30 p.m.
15th 1 p.m. – 3:30 p.m.

Register TODAY!
(No Cost)

Purpose: To provide quality workshops, presented by trained professionals, which provide up-to-date job seeking techniques that will prepare you to compete in a competitive job market.

Resume Writing:

Learn modern methods of developing an effective resume that will get you the interview!

Interviewing Skills:

Strategize ways to gain an EDGE in the interview process.
Learn strategies to confidently complete an interview.

Call: 1-801-468-0132 or
Email: workshop@utah.gov or
Register online: jobs.utah.gov

Please provide:
your name, phone #,
workshop title and date